



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PRODUCTION SPECIALIST II

Job Number: 20001499

Job Code: 73040V000101

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 07/01/1993

Job Revised: 02/24/2006

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates the work of lead production support staff within a unit, or has responsibility for production control of a departmental information system, or a component of a state level information system. Responsible for interpretation and implementation of data control policies and procedures to assure that data files are available and accessible. Supervises, or acts as supervisor in absence of supervisor. Analyzes complex production support problems and takes corrective action or seeks assistance from appropriate persons; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have one year of production support experience.

Substitute EDUCATION for EXPERIENCE:

Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis. A master's degree in computer science will substitute for the experience requirement.

Substitute EXPERIENCE for EDUCATION:

Experience in computer programming, systems support or production support will substitute for the bachelor's degree requirement on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns work of other production support staff and checks completed work for accuracy. Reviews job requests, suggests necessary adjustments and schedules jobs in unit. Revises job control language as necessary. Modifies jobstreams to improve throughput. Checks and allocates storage space. Executes procedures to assure availability and integrity of system libraries containing executable code. Assists users with identification and resolution of data control problems. Provides technical assistance to other information systems staff during system recovery and participates in Initial Program Loads. Monitors multiple terminals, workstations or peripherals. Maintains informational libraries for use by development and support staff, and assists staff with location and use of materials. Assembles, organizes and structures information for use in both electronic and manual form. Checks accuracy and is responsible for maintenance of tape libraries and logs. Provides training to other production support staff and assists with definition of training needs. Supervises routine preventive equipment maintenance. Insures that equipment maintenance and failure records are accurate and current. Coordinates unit activity with other units.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.